



**INDIANA LEGAL SERVICES, INC.**

***Job Announcement***

**GRANTS REPORTING SPECIALIST**

**AGENCY DESCRIPTION:** Indiana Legal Services, Inc. (ILS) is a statewide, not-for profit organization that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, Indiana Civil Legal Aid Fund, United Ways, Area Agencies on Aging, and approximately 60 other funding sources.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:** ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. *We strongly encourage Black, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the practice of law to apply.*

**LOCATION:** This position is located in the Indianapolis office of Indiana Legal Services. ILS is a hybrid work environment that allows remote work.

**JOB SUMMARY:** The Grants Reporting Agent for Indiana Legal Services will work with the Grant Reporting Team to manage the grant reporting and compliance aspects of ILS's grant portfolio including federal, state, partnership contracts, United Way, Areas on Aging, and foundation grants. This position focuses on ensuring the timely completion of invoicing of partnerships and grants, oversees financial data related to grants, and works closely with the financial team on grant cost accounting.

**RESPONSIBILITIES:**

- Create electronic grant files that meet legal, auditing and foundation requirements.
- Provide data reports, responses to inquiries and grant histories, as requested.
- Maintain financial recordkeeping and multi-year payment schedules.
- Track and process contracts and expenses related to grant management functions.
- Monitor grant balances and contingency payments.
- Schedule grantee reporting requirements and payments for new grants.
- Manage grants program expenses to budget, grant invoicing, and fiscal reporting.
- Assure compliance with Legal Services Corporation, IRS regulations, and grant and contract-specific requirements for assigned funding.
- Coordinate with the Director of Resource Development, the Grants Reporting Team, Accounting, Human Resources, and the Chief Financial Officer.
- Undertake special projects and provide support to finance and development departments, as assigned by the Resource Development Director.
- Participate in on-going training and professional development.

**REQUIRED QUALIFICATIONS:**

- Demonstrated commitment to the mission of Indiana Legal Services which is to use the law to fight poverty and racism, empower clients, and improve access to justice.
- Excellent written and oral communication skills.
- **Proficient in MS Office Suite, Outlook, Excel and able to quickly learn new software.**
- Proven abilities in data management, analysis, and reporting skills.
- Ability to maintain confidentiality.
- Ability to organize and handle multiple assignments simultaneously.
- Customer service mindset and ethic in relation to all inquiries.
- Strong organizational skills and ability to manage and prioritize in competing tasks.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree and/or relevant experience.
- Financial and/or accounting experience.
- Basic understanding of IRS, non-profit specific regulations, and non-profit sector trends.
- Proven ability to manage project budgets.
- Familiarity with LegalServer Case Management System, Grants.gov, and Intelligrants Software.

**COMPENSATION:** Starting salary is \$39,722 with a range up to a maximum of \$52,724 depending on experience. ILS offers an excellent fringe benefits package including health insurance (medical, dental, vision, Rx), disability insurance, life insurance, a 401(k) plan, and a flex benefit plan.

**TO APPLY:** Apply online or via email by submitting a letter explaining your interest and experience, your resume, and a list of at least 3 professional references with email addresses and telephone numbers. Applications or questions should be sent to [human.resources@ilsi.net](mailto:human.resources@ilsi.net).